



## **YMCA of Metropolitan Chicago Youth Safety and Violence Prevention (YSVP) Summer Communications Fellow**

### **About the Youth Safety and Violence Prevention (YSVP) Program:**

The Youth Safety and Violence Prevention initiative (YSVP) of the Young Men's Christian Association of Chicago (the Y) serves youth ages 13-18 who have been exposed to community violence by providing prevention, intervention, and re-entry services in safe, supportive, and trauma-informed environments. YSVP combines mentorship, case management, family engagement, and restorative justice programs to reduce the cycle of harm caused by past exposure to trauma.

### **Communications Fellow Overview:**

The New Sector Summer Fellow will assist YSVP in developing strategies to communicate its message to youth, families, staff, and community partners. The Fellow will work closely with YSVP staff to understand the vision and mission of YSVP; clarify YSVP's message for a variety of audiences; and, develop a communication strategy to promote YSVP to internal and external stakeholders.

### **Responsibilities:**

Specific responsibilities include:

- Interview YSVP youth and staff to understand the program and its mission and vision; sit in on YSVP programming as appropriate
- Develop a YSVP communications strategy
- Develop materials to communicate YSVP's work to a variety of audiences. Materials may include:
  - Updating YSVP's webpages
  - Creating and/or updating flyers for each YSVP program that are youth-facing and external-facing
  - Creating presentations for YSVP staff to use at external events
  - Create an annual communications calendar
  - Manage the YSVP Facebook page
  - Develop a YSVP newsletter
  - Create communications templates that can be easily updated by YSVP staff

over time

- Create visualizations based on information and data gathered
- Adhere to YMCA of Metro Chicago communications and brand standards; work closely with the YMCA of Metro Chicago marketing department
- Train YSVP staff on YMCA of Metro Chicago communications and brand standards

**A successful Fellow will be:**

- A skilled writer who can communicate to a variety of audiences at multiple reading levels in different formats (web, PowerPoint, written documents, etc.)
- Highly skilled in Microsoft Office and Google suite
- Possesses basic design skills and can create visualizations based on information and data
- Bi-lingual English / Spanish preferred. Ability to translate and write in Spanish preferred
- Self-starter who is comfortable working independently
- Passionate about youth development and/or community violence prevention